English Language Proficiency Assessment (ELPA)

Online Assessment Pilot

Office of Educational Assessment and Accountability

Informational Webinar

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Welcome and Introduction

Jennifer Paul – **ELL Educational Research Consultant**
paulj@michigan.gov
517-335-3967

Bruce Umpstead

Ji Zeng

Office of Educational Assessment and Accountability (OEAA)
Michigan Department of Education (MDE)
www.michigan.gov/elpa

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Questar Assessment, Inc.

Steve Mesmer – SVP, Program Management

Lori Keys – Sr. Program Manager

Questar Assessment, Inc. Customer Service
email ELPACustomerSupport@QuestarAI.com

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Agenda & Goals

- Introductions
- Goals and Summary of Online Pilot
- Key Pilot Activities and Timeline
- Online Testing Admin and Student Systems
- DTC, DITC, STC, SITC Responsibilities
- Test Administrator/Proctor Responsibilities
- Technical Readiness Survey – Minimum requirements
- Technical Set up Requirements
- Administrative Tasks (Communication Plan and Student Preparation)
- Wrap-up and Next Steps

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Online Pilot Goals

- Obtain feedback on the online testing platform, the test administration process, test administration/examiner's manuals, and your overall District, School, Test Administrators, and student experience with the online assessment

- Analyze if there are any "mode" effects on student performance

- Establish site technical readiness, training, and administration standards for increased Online testing throughout the state

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ELPA Online Assessment Pilot Summary

- English Language Proficiency Assessment (ELPA) for Spring 2011
  - English Language Learners (ELL/LEP)
  - Up to 3,000 students across state
  - Listening, Reading, Writing and Speaking
  - Levels III, IV, V only
    - Level III – Grades 3-5
    - Level IV – Grades 6-8
    - Level V – Grades 9-12
  - March 7 – April 15, 2011 (same as paper/pencil)

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ELPA Online Pilot Summary (cont.)

- Questar Assessment, Inc. is the Online Administration partner with OEAA providing the online system, training, and customer support during the Pilot.

- ~1,000 students from each of Levels III, IV, & V will be selected to participate in the Online Pilot. (Schools and levels to be finalized by late January 2011.)

- It's possible some schools that have volunteered in the district may not be selected to participate in the Online Pilot. (Must meet criteria for demographics, technical readiness, student n-counts, levels, etc.)

- Within a selected school, students in Levels I & II, or those requiring special accommodations, will be excluded and need to take the paper-version of the test.

- For all students in the selected levels, pilot schools will be required to administer ALL domain tests online only (Listening, Reading, Speaking, and Writing).

- All iTester online system instruction and Test Coordinator manuals will be posted online through the secure iTester Administration site.

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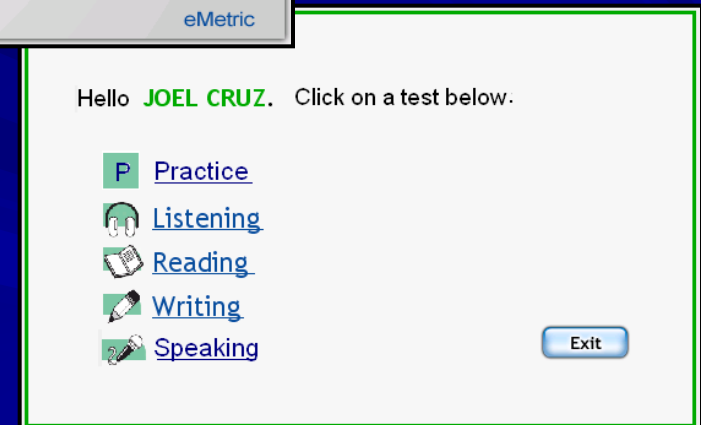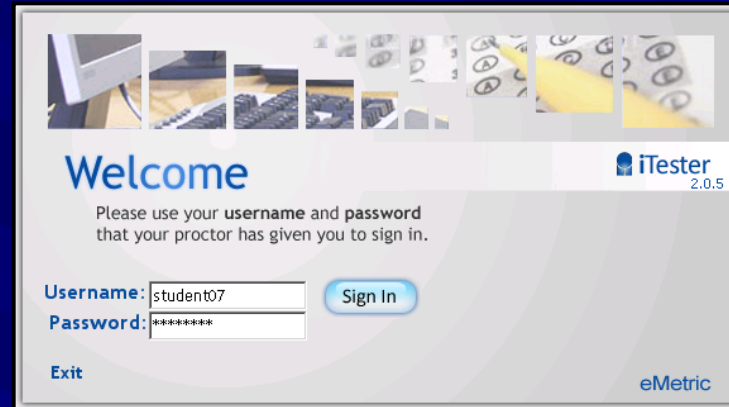# Key Pilot Activities and Timeline

- Fall - Winter 2011
  - Dec 7-9 – Informational Webinars
  - Dec 16 – Deadline for Nov 22 email technology readiness survey input
  - Finalization of participating schools
  - January 14 – Participating students, schools, and levels finalized
  - Planning with schools (scheduling, student identification, etc.)
  - Late January – DTC/DITC/STC/SITC Web Training
  - Mid February – Online Test Administrator Web Training
- Spring
  - March 7-April 15 – Spring ELPA Testing Window
  - Onsite visits to observe some schools
  - Post-Administration surveys of Tech Coordinators, Admins, and students

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Online Testing System Overview

- Two main online components of the iTester System to be used for the ELPA Online:

  - Student Test Delivery System (iTester Client)

  - Administration System (iTester Admin)

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Student Online Test Delivery System (iTester Client)

- STCs will print test tickets prior to the test administration window.

- Students will sign in using the same User Name and Password to access all four test sections.

- Students must take a Practice Test **before** taking the actual tests.

Welcome

iTester 2.0.5

Please use your **username** and **password** that your proctor has given you to sign in.

Username: student07
Password: ********   Sign In

Exit   eMetric

Hello **JOEL CRUZ**. Click on a test below.

P Practice
   Listening
   Reading
   Writing
   Speaking   Exit

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Student Online Test Delivery System (iTester Client) (cont.)

- Single form for each Level: III, IV, and V.

- Same number of items as in the Paper Test (includes field-test items)

- Online Item types match paper and pencil items

  - Multiple-choice selection and;
  - Constructed response where students will type their answers online.

- Like with the paper tests, all tests – except the Listening Test - have a Teacher Script to guide students through the testing. A TAM for the online assessments will be provided.

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Student Online Test Delivery System (iTester Client) (cont.)

- Listening Test and Speaking: Story Retell sections will require headphones and sound cards for all students. (Listening CD is replaced with online digital audio.)
- Headphones will be required for the ELPA Online Test Administration
- Microphones will NOT be required for the ELPA Online Test Administration

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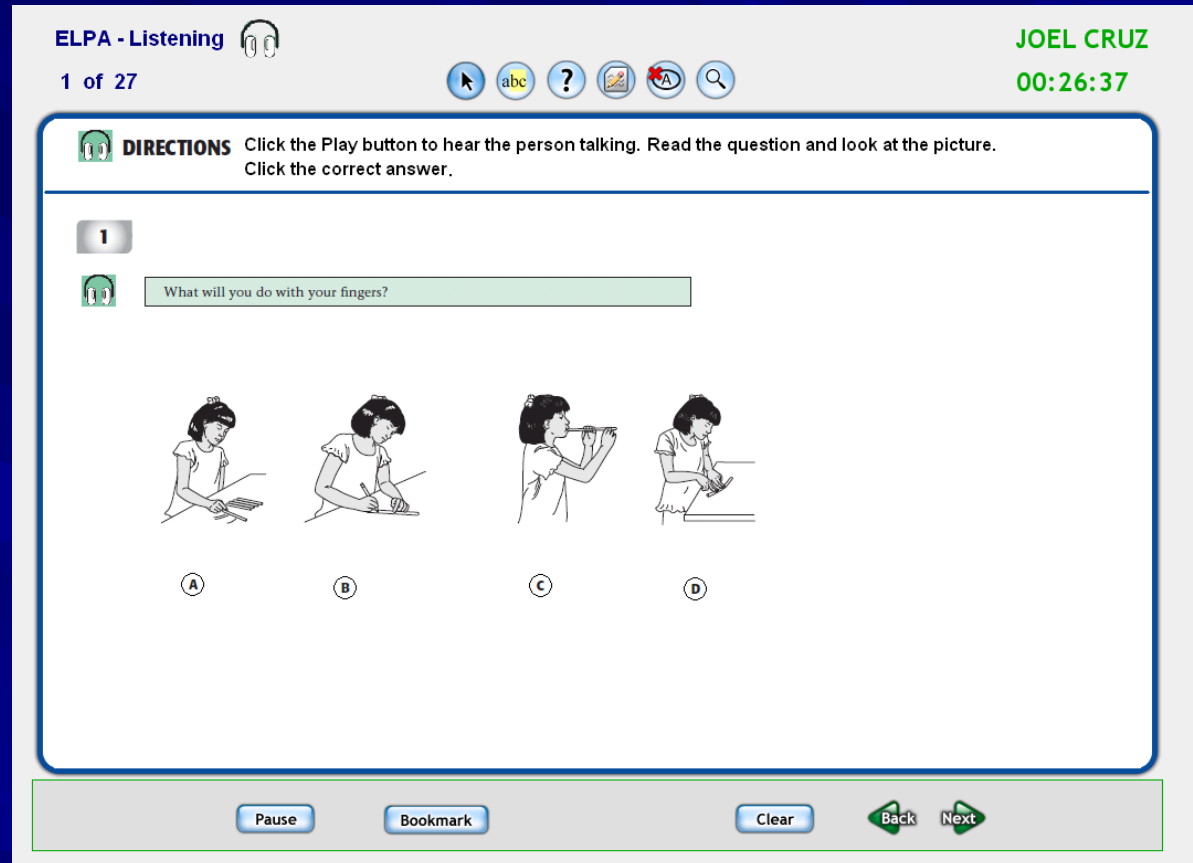
Student Online Test Delivery System (iTester Client) (cont.)

The Speaking Test will require 2 computers for each individual administration:

• Students will be presented with the speaking prompts online;

• Teachers will have an online score-entry interface that replaces the scoring that is recorded on the answer documents in a paper/pencil administration.

Student

Teacher

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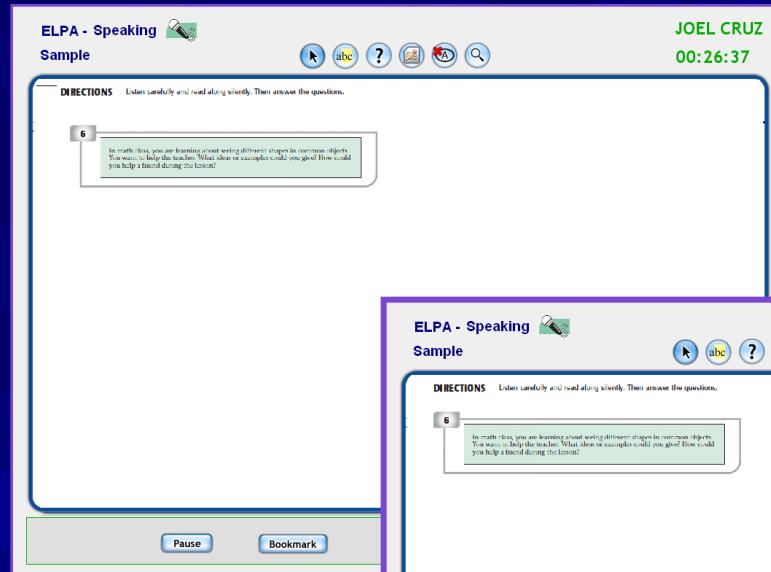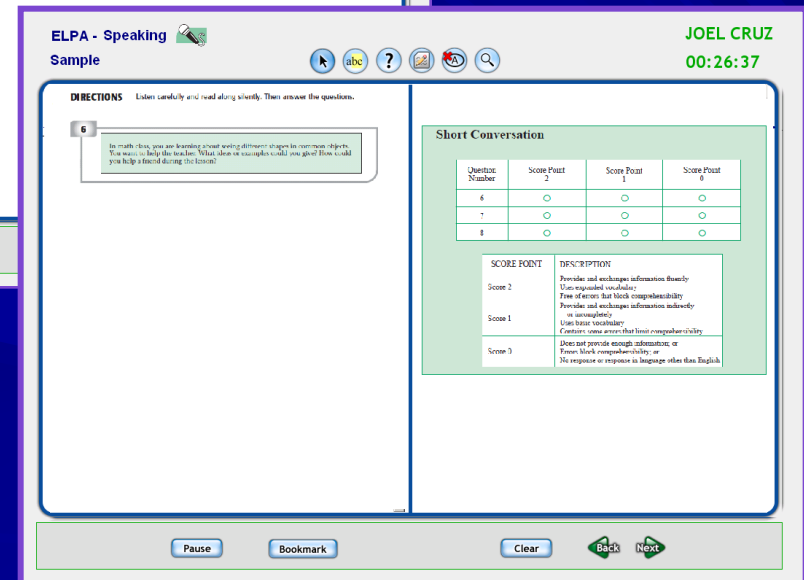
Online Administration System (iTester Admin)

- Administration System used to manage users, students, and scheduling testing times

- Each user (e.g. DTC, STC, Admin, etc) will have custom features based on their role and responsibilities.

Online Administration System (iTester Admin)

- Administration System provides an easy to use interface for setting up teachers, testing groups, and updating student demographic information.

- District, School, and Student information will be imported from the Pre-ID files for selected schools.

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DTC/DITC Responsibilities

- Activities PRIOR to Test Administration
    - Read and become familiar with the Test Coordinators' Manual when available
    - Participate in training sessions for both District and School Test Coordinators in late January
    - Identify a School Testing Coordinator and School Information Technology Coordinator and work with him/her to make plans for staff training and Workstation Readiness testing
    - Support the STC and SITC to conduct Workstation Readiness testing on all computers to determine if all technology requirements have been met
    - Support the STC and SITC configure their networks for ELPA Online Installation and local caching server for audio
    - Help schools schedule adequate time for testing and prepare computer labs for testing
    - Add additional district-, school, and Teacher-level users, as needed, in the iTester system

- Activities DURING Test Administration
    - Monitor the test administration at each participating school
    - Respond to questions from STCs and Teachers regarding the test administration, as needed
    - Be available to look up user logins and passwords, as needed

- Activities AFTER Test Administration
    - Ensure that all ELPA Online Pilot activities in the district are complete
    - Complete Online Administration Pilot Survey

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STC/SITC Responsibilities

- Activities PRIOR to Test Administration
  - Read and become familiar with the Test Coordinators' Manual when available
  - Participate in training sessions for both District and School Test Coordinators in late January
  - Together with local information technology staff, make plans for staff training and Workstation Readiness testing
  - Conduct Workstation Readiness testing on all computers to determine if all technology requirements have been met, and address any issues found before testing
  - Ensure all Headphones for each workstation have been checked and are functional
  - Configure your network for ELPA Online Installation and local caching server for audio
  - Identify teachers or proctors to administer the online test to students
  - Attend training sessions for Test Administrators in mid- February and assist Admins with any additional training needed
  - Set up student-testing groups in iTester and establish schedules for online testing
  - Update student demographic information in iTester
  - Print and distribute student "Test Tickets" prior to testing
  - Ensure that all students take the Practice Test prior to taking any of the online tests

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STC/SITC Responsibilities (cont.)

- ## Activities DURING Test Administration
  - Monitor the test administration at your school.
  - Respond to questions regarding the test administration.
  - Be available to look up user logins and passwords as needed.
  - Order paper materials for new students entering the school and who will not be taking the test online

- ## Activities AFTER Test Administration
  - Ensure all ELPA Pilot activities in the school are complete.
  - Ensure that the STC, SITC, Teachers, and students complete the Online Administration Pilot Survey
  - Notify the District Test Coordinator when all school-level testing and activities have been completed.

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Test Administrator Responsibilities

- Activities PRIOR to Testing
    - Attend test Administrator training
    - Read and become familiar with the Test Administrators' Manual when available
    - Set up student testing groups in the Administration System
    - Review Practice Test and give to students at least one-week before testing starts
    - Help the STC set up the testing rooms for testing
    - Update Student Demographic Information in the Administration System

- Activities DURING Test Administration
    - Pass out Student Test Tickets
    - Monitor the students during the test administration and offer technical assistance as needed
    - Follow the specific text in the Test Administration Manual for administering the test
    - Collect all student login testing tickets after testing

- Activities AFTER Test Administration
    - Ensure all ELPA Pilot activities for assigned classes are complete.
    - Complete the Online Administration Pilot Survey
    - Notify the School Test Coordinator when all school-level testing and activities have been completed
    - Securely destroy all testing tickets when all ELPA Online testing is complete

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Technical Readiness Survey

- November 22 email – Participant Survey for Technical Readiness
  - Identify a technology coordinator (District contact, district tech director)
  - Identify School Technical Readiness
    - # of labs
    - # and type of computers
    - Internet connection type and speed
    - Platform
    - Laptop/desktop
    - Level of Tech support at the schools
   - Headphones and Sound cards

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Minimum Workstation and Network Requirements

Hardware Requirements	Windows	Apple / Macintosh
Operating System	Windows 2000 or higher	OS 10.4.X or higher
Java Version	Java Version 1.5	Java Version 1.5
Processor	Pentium III 500 MHz or higher	G4 500 MHz or higher
Memory	512 MB or higher	512 MB or higher
Devices	Mouse / Pointing Device / Keyboard	Mouse / Pointing Device / Keyboard
Audio	Headphones / Speakers	Headphones / Speakers
Screen Resolution	1024 x 768	1024 x 768
Internet Connection	1.5 mbps or higher	1.5 mbps or higher

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Network and Workstation Set up Requirements

- Set up approximately 4- 6 hrs total for 20 workstations
  - iTester Network Installation - ½ hour
  - iTester Caching Machine Setup – ½ hour
  - Workstation Readiness Test – 15-20 mins/workstation
    - Check HW and SW minimum requirements
    - Verify Onscreen Graphics and Screen Resolution
    - Verify that Audio works on each workstation

- Note: Set up requires a knowledgeable Network Administrator to set up the network.

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Server/Client Set up
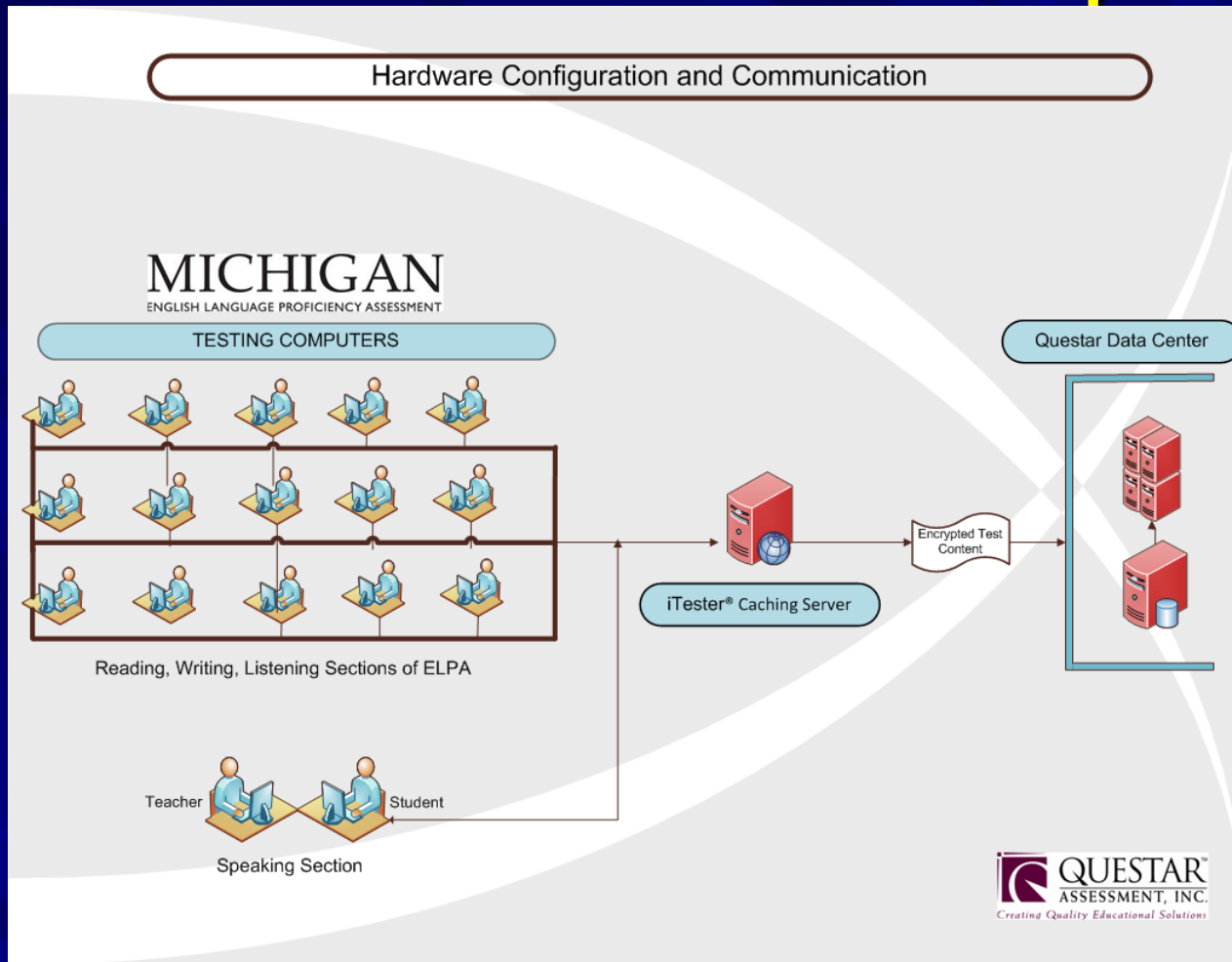
Administrative Tasks

- School & Schedule Preparation
  - Develop a schedule that will provide adequate time for online testing
  - Communicate to Principals, Teachers, and Students about the Online Testing
  - Prepare for Administration Dates – March 7 – April 15, 2011
  - Ensure school is not running large programs which may drain network bandwidth during Pilot Administration
- Student Preparation
  - Print Student Test Tickets
  - Complete Practice Test before actual testing starts
  - Listening and Speaking Story Retell -Verify sound and headphones functioning
  - Speaking Test – Ensure Student AND Teacher workstations are set up and Workstation Readiness tests have been completed on both machines

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Security

- All test items used are CONFIDENTIAL and must be kept secure. Online Security Forms will be filled out and stored at each school as with the Paper test

- Online Tests may not be**:**

    - Reviewed

    - Duplicated

    - Or reproduced by ANY means

- Unauthorized use, review, duplication, or reproduction of ANY or ALL portions of the test materials is prohibited

- Student Testing Login Tickets (or Student Usernames/Passwords) are secure and must be securely stored when they are not in use by students. Tickets must be distributed to students immediately before testing and destroyed when all testing is complete

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Next Steps

- Survey – Complete by Dec 16
- Coming Soon…
  - Pre-ID for Online Participant Instructions – Dec 2010
  - Tested Roster Instructions – Spring 2011
  - DTC/STC Training Invitations – Mid Jan 2011
  - iTester Installation Guide - Late Jan 2011
  - Workstation Readiness Guide – Late Jan 2011
  - Test Coordinator Manuals – Late Jan 2011
  - Test Admin Training Invitations – Late Jan 2011
  - Test Administration Manuals – Late Feb 2011
- Personnel Changes – Be sure to communicate changes in personnel to OEAA

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Wrap-up

Office of Educational Assessment and Accountability (OEAA)

Michigan Department of Education (MDE)

www.michigan.gov/elpa

Questar Assessment, Inc. Customer Service email ELPACustomerSupport@QuestarAI.com

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